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# WM03 – Water Management Permit Renewal

MassDEP, Bureau of Water Resources



**EEA ePLACE Portal**

# Overview

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- ❑ This presentation is to assist in completing a **WM03-Water Management Permit Renewal**
- ❑ This application form is for Water Management permittees who do not anticipate needing more water during the upcoming 20-year permit period than they are currently permitted for in their Water Management Act permit. Permittees who anticipate needing additional water will need to file an application for a new Water Management permit.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



# General Navigation

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- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (\*) is required before you can move off the page.
- Click  to save your work and resume at a later time
- Click on the tool tips where applicable to get more detail 
- We strongly suggest using Internet Explorer as a preferred browser



# How to Apply

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- ❑ If this is your first time in the system, your first step would be to create an account and complete the Claim Authorization Request. First, you will need to link your current Permit issued by the agency with the new system in order to proceed with your Renewal. For more information, please see the instructions on Claim Authorization Request
- ❑ If you have already created an account and your current permit/authorization is linked to your account, please continue to the next page and follow the instructions accordingly



# How to Apply

- ❑ Click or type this address on your browser

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Log into your account in ePlace using your username/password



EEA ePLACE Portal

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

The screenshot shows the ePLACE Portal login page. At the top, there is a navigation bar with a "Home" button. Below the navigation bar, the page title is "Welcome to the Commonwealth of Massachusetts ePLACE Portal". The main content area includes a welcome message, a section for "Options for Licensees and Applicants" with links to "Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration" and "Make Payments Online", and a section for "ePLACE Portal Account Registration" with a link to "Register for an Account". On the right side, there is a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and a "Login »" button. Below the login section, there are links for "I've forgotten my password" and "New Users: Register for an Account". A note at the bottom right states: "Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other..."

# File an Online Renewal

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- ❑ Click on “ My Records” tab to start

The screenshot displays the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and four main tabs: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the text 'Click on “ My Records” tab to start' to the 'My Records' tab. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'Welcome' and contains the text 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' followed by the question 'What would you like to do?'. Below this, there is a list of options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. The right section is a blue box with the text 'File an Online Application'.



# Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to Renew
- ❑ Against the record you will have the Renew Authorization link under Actions
- ❑ Click on Renew Authorization link to continue

The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' dropdown menu and three buttons: 'Dashboard', 'My Records', and 'My Account'. Below this, there is a section for 'DEP' (Department of Environmental Protection) with a dropdown arrow. The main content area displays a list of records, with the first record highlighted. The record details are as follows:

Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
06/29/2020	WM03-0000075	WM03 - Water Management Permit Authorization	TEST FACILITY   TEWKSBURY, MA 01876	test	06/29/2020	About to Expire	<a href="#">Renew Authorization</a>

Green arrows in the original image point from the text instructions to the 'Renew Authorization' link and the record number.



# Step 1: Contact Information

- ❑ Your current Authorization information will be displayed
- ❑ You can modify the information accordingly, if applicable
- ❑ Click “Continue Application” to proceed

1 Contact Information 2 Facility Information 3 Application Information 4 Documents 5 Special Fee Provision 6 7

Step 1: Contact Information > Page 1 of 1

Instructions

\* indicates a required field

Permittee

"Permittee" is the individual or an individual authorized by a Company applying for this application.

If you are the Permittee, you may click on the "Add New" button and select the checkbox "Use Login Information" on the top and click "Continue".

If you are a consultant, engineer, attorney, or other authorized representative preparing the application on behalf of the Permittee, you are an "Application Contributor". Do not enter your name or contact information in the fields for the Permittee.

- If the Permittee has an EEA ePLACE account and they would like to contribute to the Application process, click "Look Up" button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and does not want to contribute to the Application process, click "Add New" button and enter the Permittee information on their behalf.

Permittee:

TEST EL NEWTEST  
boston, MA, 01752  
Telephone #: 617-376-7777 Email: jella.el-jedid@mass.gov

Remove

Permittee Company

Please add the company information that the Permittee is affiliated with.

Add New

Application Contributors

If multiple users will be coordinating in the preparation of this application, you will need to add them below.  
Note - If you are unable to find the correct contributor, click on the "Save and resume later" button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.

Look Up

Showing 1 - 1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Facility Delegate	3654715-FAC-002465			Edit/View Delete

Continue Application > Save and resume later



# Step 2 : Facility Information

- ❑ Facility Name is displayed to be viewed only and cannot be edited
- ❑ Click on “Continue Application”

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	Contact Information	2	Facility Information	3	Application Information	4	Documents	5	Special Fee Provision	6	7
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Step 2 : Facility Information > Page 1 of 1 \* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If applicable for a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

\* Facility Name:  
TEST FACILITY

\* Street #      \* Street Name:      Street Name 2  
10      TESTING LN     

\* City:      \* State:      \* Zip:        
TEWKSBURY      MA      01876

Latitude      Longitude  
-71.23053303      42.60996949

DEP Facility ID:      AQ ID:      HW ID:      TRI ID:  
437653      1210628          

Search      Clear

[Continue Application »](#)      [Save and resume later](#)



# Step 3: Application Information

- ❑ Please identify the type of permit you would like to renew
- ❑ Add any additional information that might help the agency with the review of this renewal application

Home

DEP Applications

WM03 - Water Management Permit Renewal

1 Contact Information	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 3: Application Information > Page 1 of 1 \* indicates a required field.

General Information

\*Please identify the type of permit:  
Non-Cranberry

Program ID

Program ID:  
test

Additional Information

Please use this space to enter additional information that may seem pertinent to your application.

Additional Information:

Continue Application »

Save and resume later



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Browse”

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4 : Documents > Page 1 of 1

\* indicates a required field.

Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. MassDEP Application Form
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Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

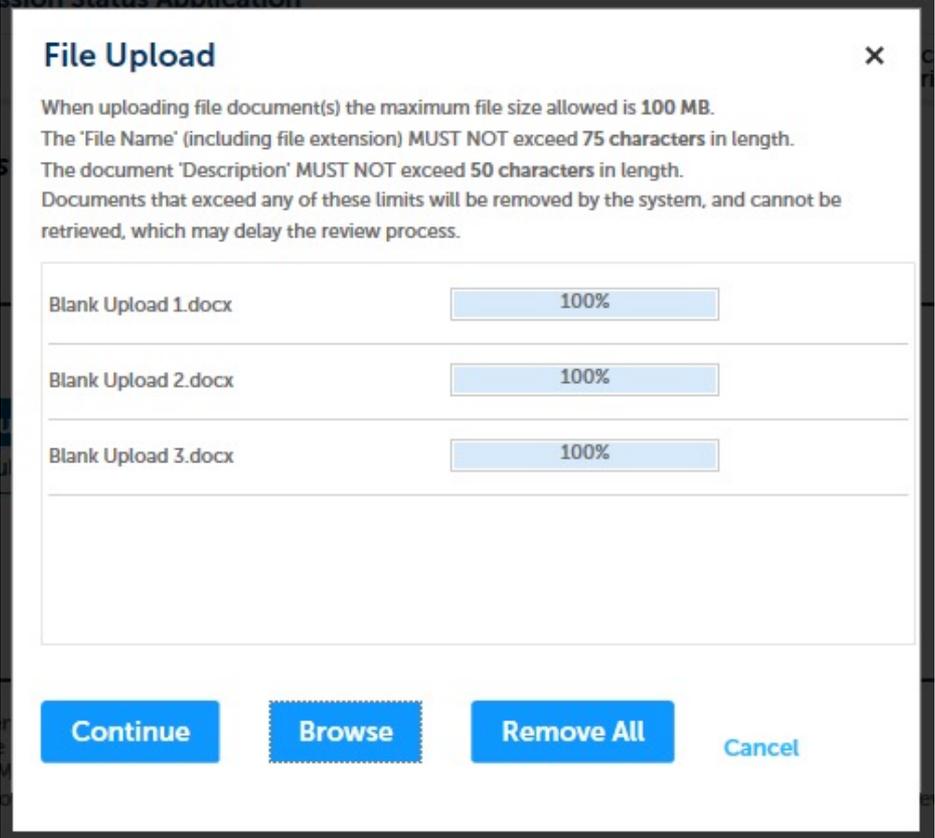
Continue Application »

Save and resume later



## Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



**File Upload** ×

When uploading file document(s) the maximum file size allowed is 100 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

**Continue** **Browse** **Remove All** Cancel



# Step 4: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application”

The screenshot displays a web interface for attaching documents. It features three vertically stacked document entry forms. Each form includes a file name (e.g., 'Blank Upload 1.docx'), a progress indicator (100%), a description field (maximum 50 characters), and a type selection dropdown menu. A 'Remove' button is located to the right of each type dropdown. At the bottom of the interface, there are four buttons: 'Save', 'Browse', 'Remove All', and 'Continue Application >'. A 'Save and resume later' button is also visible in the bottom right corner. Green arrows from the list on the left point to the 'Type' dropdowns, the 'Browse' button, and the 'Continue Application >' button.



# Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents.
- ❑ Review the list of attached documents.
- ❑ When ready, click “Continue Application”

Home

DEP Applications

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

WM03 - Water Management Permit Renewal

1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. MassDEP Application Form
-----------------------------

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The File Name (including file extension) MUST NOT exceed 75 characters in length.  
The document Description MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.mst;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Browse

Continue Application »

Save and resume later



# Step 5: Special Fee Provision

- If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click “Continue Application”

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 5 : Special Fee Provision > Page 1 of 1

\* indicates a required field.

Special Fee Provision

Exemption: ⓘ

Exclusion (special agreement or policy): ⓘ

Substitution (ASP/IRP): ⓘ

Double Fee for Enforcement: ⓘ

Hardship payment extension request: ⓘ

Continue Application »

Save and resume later



# Step 6: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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**Step 6: Review**

[Continue Application »](#) [Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will be not be able to make changes. To make changes you will need to contact the agency directly.

### Review and Certification

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[Edit Application](#)

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**Permittee**

Individual  
Testing Epas  
111 Main st  
Waltham, MA, 01752  
United States

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com

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**Permittee Company**

Individual  
437653 15-FAC-017560

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**Application Contributors**

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Testing Epas			617-617-6177	testingeipas@gmail.com	<a href="#">Edit/View</a>

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**Facility Information**

TEST FACILITY | 10 TESTING LN TEWKSURY MA 01876  
DEP Facility ID: 437653  
DEP Region: NE  
AQ ID: 1210628  
Facility Record ID: 15-FAC-017560

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**General Information**

Please identify the type of permit: Non-Cranberry

Program ID



# Step 6: Review

- Read the Certification Statement
- Click the check box to complete your certification
- Click “Continue Application” to proceed with your submittal

## Application Submitter

Individual  
Testing Eipas  
Waltham, MA, 01752

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later



# Submission Successful!

- ❑ When you submit your application you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications

Home

DEP Applications

WM03 - Water Management Permit Renewal

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Record Issuance
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Step 7: Record Issuance

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WM03-0031-REN.



# To check the status of an application

❑ Log on to EEA ePlace portal

▶ <https://eplace.eea.mass.gov/citizenaccess>

❑ Go to your “My Records” page in ePLACE to see or track the status of an application

Home

Dashboard My Records My Account

Welcome Jatila Jadidi  
You are now logged in to the Commonwealth's EEA ePLACE Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application



# Questions?

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For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/wm-03-water-management-withdrawal-permits>

